



Planning Commission, Board of Adjustments & Design Review Board
Regular Scheduled Meeting Agenda
Tuesday, March 14, 2017 at 5:30PM

Town Hall, Council Chambers, 551 Hot Springs Boulevard, Pagosa Springs, Colorado 81147

- I. **Call to order / Roll Call:** Commission Vice-Chair Peter Adams calls the meeting to order at 5:36PM. Present were Commissioners Giles, Jackson, Hurley, and Frederick. Also Present were Planning Director James Dickhoff and Associate Planner Rachel Novak.
- II. **Announcements:** Commissioner Jackson motion to have Commissioner Frederick be a voting member tonight. Commissioner Giles seconds. Unanimously approved.
- III. **Approval of Minutes**
 - A. *Approval of the February 28, 2017 Planning Commission meeting minutes:* Commissioner Giles motions to approve the minutes as presented. Commissioner Frederick seconds. Unanimously approved.
- IV. **Public Comment**
 - A. *Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda:* NONE
- V. **Planning Commission**
 - A. *Annual Election of Town Planning Commission Chairperson and Vice Chairperson:* This item has been postponed from the first meeting of the year due to the commission not being complete. The Chair and Vice-Chair would be for the remainder of the calendar year. *Commissioner Giles motions to nominate Commissioner Adams as Chairperson for 2017. Commissioner Jackson seconds. Unanimously approved.* Commissioner Giles discusses the possibility of having Commissioner Frederick be the Vice-Chair. Planning Director James Dickhoff is still waiting on a firm answer if this is allowed. However, as Commissioner Frederick would be filling in for the Chairperson when they are not present and does conflict with any specific bylaws. *Commissioner Jackson motions to nominate Commissioner Frederick as Vice-Chair for 2017. Commissioner Giles seconds. Unanimously approved.*
 - B. *Annual Establishment of the Annual Town Planning Commission Meeting Schedule, Day, Time and Place:* This item has been postponed from the first meeting of the year due to the commission not being complete. *Commissioner Giles motions to set the regular Town Planning Commission meetings for the second and fourth Tuesday of every month at 5:30PM in the Town Hall Council Chambers located at 551 Hot Springs Blvd. Commissioner Hurley seconds. Unanimously approved.*
 - C. *Discussion Regarding Establishing Residential District Design Guidelines:* Staff has prepared a detailed list of similar communities in Colorado and how they crafted their residential design guidelines. The Planning Director James Dickhoff also provides Article 6 of the LUDC for design guidelines for other zone districts in Town. The Town Council approved the seconds reading of Ordinance 853 and they also voted to have the Planning Commission to come back within three months with some recommendations to consider. Currently, there are Town design guidelines for townhomes, multifamily units, commercial, and mixed-use districts. Town Council is expecting a recommendation on code amendments for residential districts. There are five residential districts that would be addressed with these code revisions. Staff recommends keeping these residential design guidelines simple. Some possible areas to consider include architectural style, garage entry, landscaping, parking, materials, colors, facades, etc. Commissioner Giles asks what exists right now for residential districts. Planning Director James Dickhoff says that there are no requirements for the

general design of the building. Commissioner Jackson wants to ensure that residents can be allowed to build their house the way that they can afford to do so. Planning Director James Dickhoff provides an overview of LUDC Article 4 Table of Allowed Uses, LUDC Article 5 Dimensional Requirements, and LUDC Article 6 Design Guidelines. He suggests possibly looking at limiting vacation rentals within the R-12 and R-22 districts. Planning Director James Dickhoff would like the Planning Commission to possibly consider as the height of a building increases, the side setback could potentially increase as well. Commissioner Giles suggests that if your roof is metal or shingled could also help dictate the side setbacks too. Snow storage is already addressed in the LUDC and enforced by staff. Commissioner Adams wants to ensure that property rights won't be hurt with any regulations that the Planning Commission chooses to recommend to Town Council. Commissioner Giles has concerns about further regulating building heights. Commissioner Frederick says that the motion approved by Town Council referenced scale and asks if this was specifically brought up by the public. Planning Director James Dickhoff says that the current 2006 Comprehensive Plan discussed the scale issue, but it was also brought up by several Town Council members. Commissioner Frederick says that this feels more like a code revision over separate design standards. Planning Director James Dickhoff says that further code revisions might come after the adoption of the 2017 Comprehensive Plan Update. Planning Director James Dickhoff discusses more opportunities for design guidelines within residential districts in town. Commissioner Frederick asks if there are requirements for paving alleys. Planning Director James Dickhoff says only if the proposed development qualifies as a major subdivision process. Commissioner Adams says it is more expensive to build downtown and would like to see a couple of blocks on the south side become an R-22 district to promote density. Commissioner Jackson would like to caution the Commission on making quick decisions and that there needs to be a balance in regulations and housing types. Commissioner Adams feels that they should address the structure first in terms of scale, modulation, materials/colors, and the roof. Commissioner Frederick agrees with Commissioner Adam's comment.

- D. *Planning Commission Meeting procedures and your role as a Planning Commissioner:* As a Town Planning Commissioner, if they are questioned on topics outside of meetings Commissioners are asked to tell concerned citizens to attend the Planning Commission meeting on that topic to discuss their questions and comments. Public Comment is limited per meeting at the beginning and at the end, but a time limit is not set for an actual agenda item. The Planning Director will confirm this for the Planning Commission.

VI. Public Comment

- A. Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda: NONE

VII. Reports and Comments

- A. *Staff Report - Projects, Updates and Upcoming Development Applications:* The Planning Director defers the Planning Commission to the staff report.
- B. *Planning Commission - Comments, Ideas and Discussion:* NONE
- C. *Upcoming Town Meetings Schedule:* Next regularly scheduled PC meeting is on 04/11/17 at 5:30PM. The 03/28/17 meeting has been cancelled.

VIII. Adjournment: Commissioner Hurley motions to adjourn. Commissioner Giles seconds. The meeting adjourned at 7:48PM.